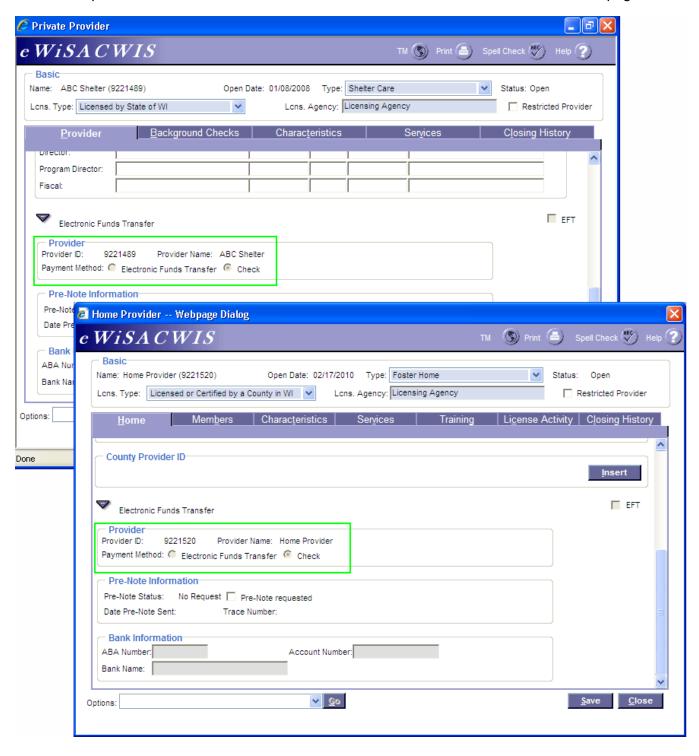
## **eWiSACWIS Provider EFT Setup**

NOTE: Electronic Funds Transfer is only available to the State and DMCPS at this time.

The EFT expando section is the same on both the Private Provider and the Home Provider pages.

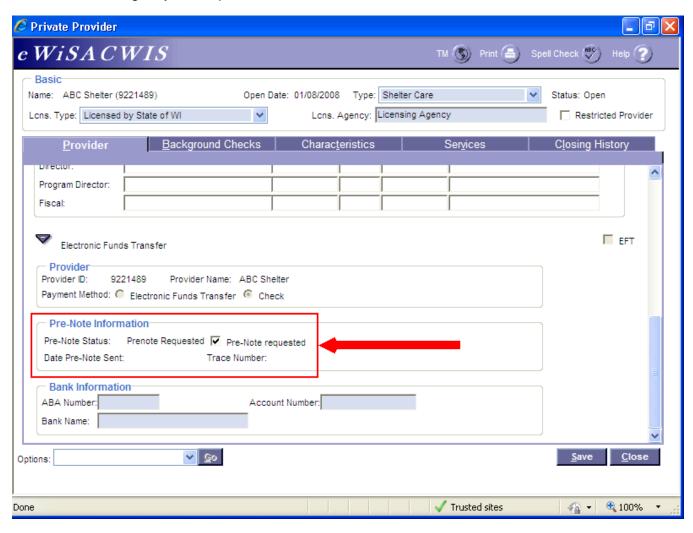


November 2016

### **Initial Setup**

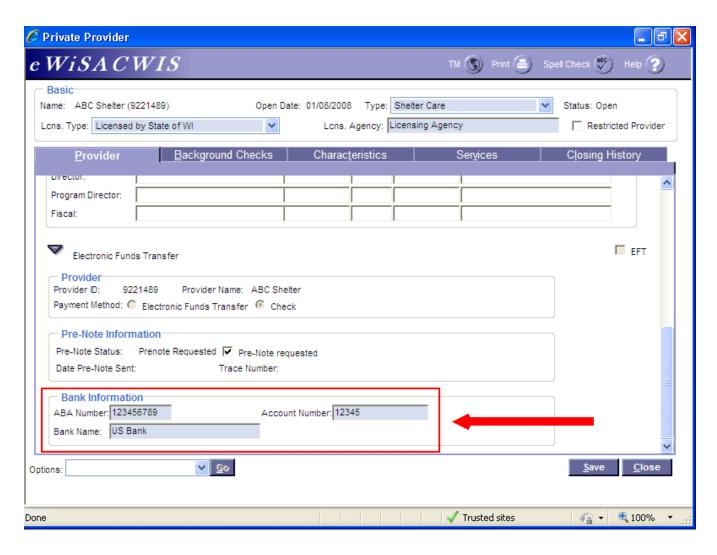
#### Step 1:

The first step is to select the "Pre-Note requested" checkbox. This will change the Pre-Note Status field to display "Prenote Requested". The Bank Information group box and information fields will activate and turn blue, indicating they are required fields.



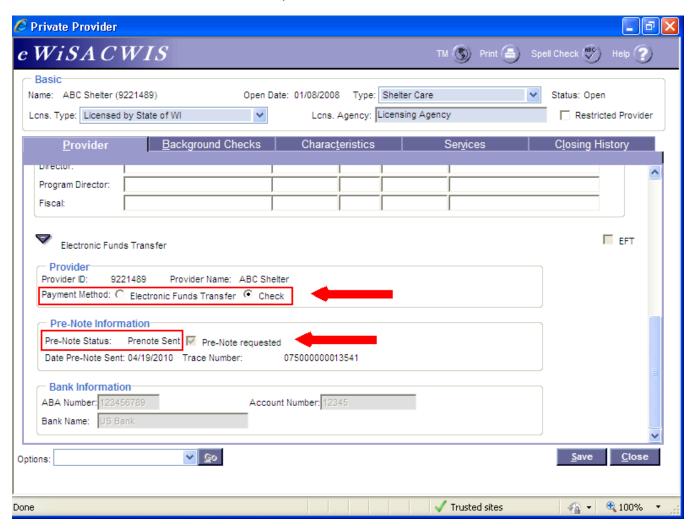
#### Step 2:

In the Bank Information group box, enter the ABA Number, Account Number, and Bank Name. Then click the Save button.



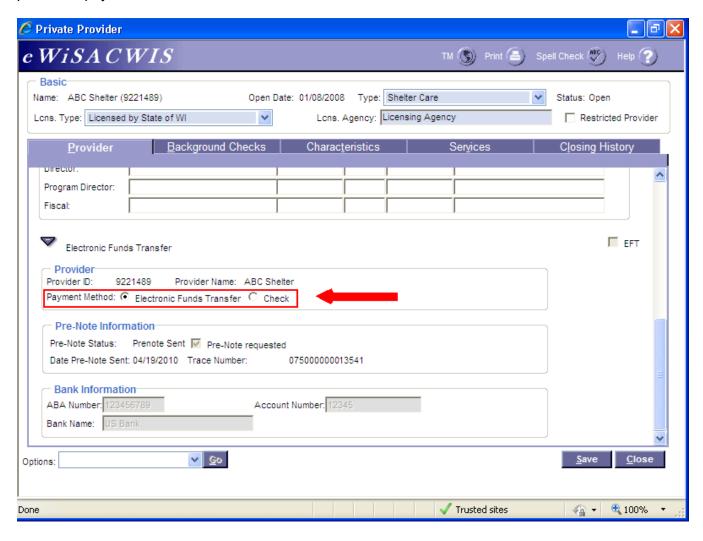
#### Step 3:

After being processed by the EFT batch (which is run by the State operations staff), the Pre-Note Status field will display "Prenote Sent.' Additionally, the Provider group box Payment Method will be activated and the radio buttons for "Electronic Funds Transfer" and "Check" will be enabled. The default value remains as "Check" until a worker updates the value to "Electronic Funds Transfer."



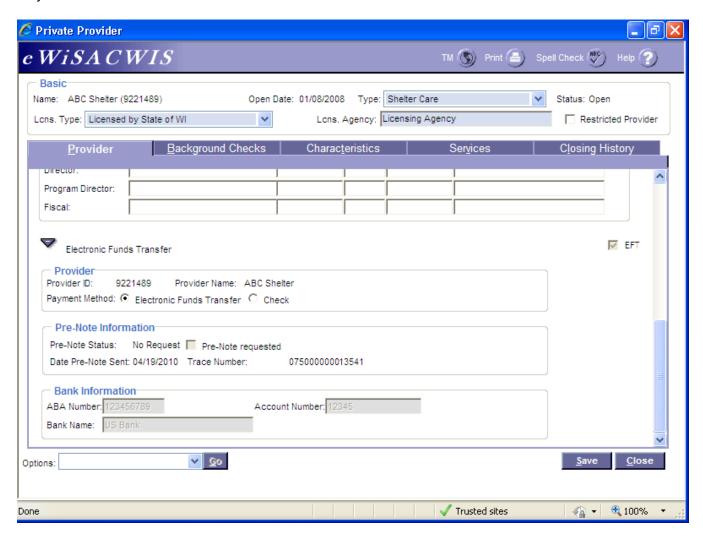
#### Step 4:

Selecting the radio button for "Electronic Funds Transfer" and clicking the Save button will change the provider's payment method to EFT.



#### Provider is ready for EFT processing

Once the provider has been setup for EFT, the Electronic Funds Transfer expando area will display as below. The Payment Method will be set to "Electronic Funds Transfer", the Pre-Note Status will display "No Request", and the Bank Information group box will display the bank and account information. The only field which is user selectable is the "Check" radio button.

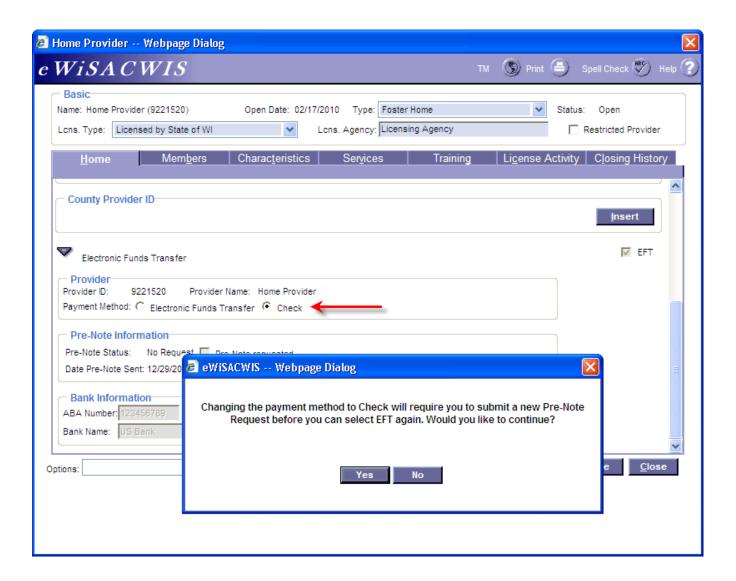


# Changing / Updating Bank or Account Number information OR Switching a provider back to paper check processing

If a provider changes banks or account numbers, a new pre-note must be requested, which will allow entry of the new data. However, the bank must verify the pre-note information prior to the first actual EFT transaction. During that period of time, the provider may receive a paper check.

In order to switch a provider back to check processing, navigate to the Provider Maintenance page (either the Home Provider or Private Provider page).

Then select the "Check" radio button. A notification pop-up will display as shown below. Select "Yes". The Bank Information group box fields will clear and be disabled. Click Save.



The provider will now receive paper checks instead of EFT payments.

A new pre-note request may then be submitted, as outlined in Step 2 above.

